

# Fulfen Primary School

## Minutes of the Meeting of the Governing Board held in a virtual setting on Tuesday 25 January, 2021 at 6.15 p.m.

**Present:** Mr. Middleton (Chair), Mrs. Davies (Headteacher), Mrs. Ballett,  
Mrs. Connock, Mrs. Poxon, Mrs. Dingle, Mr. Ritchie, Miss. Green

Mr. Davies (Clerk to the Governors)  
Mrs. Derry (Staff)  
Mrs. Hawkins (School Business Manager)

### 1 Welcome and Introductions:

Governors were welcomed to the first Governing Board meeting of 2022 by the Chair. Meetings continue in a virtual setting although it is anticipated that with restrictions around the pandemic easing, Governors may be able to meet in school at some point soon. Documentation had been made available on Governor Hub in advance of the meeting along with a clear and purposeful agenda. Governors had ample opportunity to ask questions/seek points of clarification in relation to the circulated documentation and a healthy level of engagement was in evidence throughout the meeting.

The meeting was quorate.

### 2 Apologies:

**Resolved:** That an apology for absence be received and accepted from Mrs. Tranter.

**Resolved:** That apologies not be received and therefore not accepted from Mrs. Larner, Mrs. Lightfoot and Mrs. Witcomb.

*Governors are reminded that any Governor who does not participate in full Governing Board meetings for more than six months without their apologies being accepted by the Governing Board are automatically disqualified.*

### 3 Membership:

There were a number of membership issues that were shared at this point in the meeting:

#### 1.1

The two newly elected Parent Governors, Mr. Ritchie and Mrs. Dingle, were formally welcomed to tonight's meeting. Both individuals shared key information related to their professional backgrounds with Governors and it was clear that they will both more than complement the skills and attributes of the existing membership. The Vice-Chair confirmed how the two newly appointed Governors could access induction-based information on the Hub and the Chair wished both Mr. Ritchie and Mrs. Dingle every success in their Governor roles over their four year term.

**Resolved:** That the Clerk notify Entrust of these appointments. Steps will need to be taken by the School to update Get Information about Schools (GIAS) with these membership details.

## 1.2

The School continues to carry one Co-opted Governor vacancy. There was some discussion about how this vacancy might be filled with Mrs. Tranter/Mrs. Larner suggesting at a previous meeting that they might know somebody who could be approached.

**Resolved:** That the Vice-Chair contact Mrs. Tranter/Mrs. Larner outside of tonight's meeting to see how this matter can be progressed.

## 1.3

With Mr. Holmes recently coming off the Board, there is a vacancy for a Safeguarding Link Governor. Mrs. Dingle confirmed she has accessed Safeguarding CPD to an advanced level and would be interested in this role.

**Resolved:** That the Clerk supply Mrs. Dingle with information relating to the Safeguarding Link Governor role. If having received this information and wishing to take this area forward, Mrs. Dingle was asked to contact the Chair so this appointment can be finalised. It is important this Link Governor role is filled at the first possible opportunity given the critical area of school life to which this appointment relates.

## 4 Confidentiality:

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

## 5 Declarations:

No declarations were made by Governors in respect of any specific items appearing on tonight's agenda.

## 6 Minutes of the Previous Meeting:

**Resolved:** That the Minutes of the Governing Board meeting held on Tuesday 7 December, 2021 (including Confidential Appendix) be approved as an accurate and true record.

**Resolved:** That the Minutes, Agenda and all reports and other papers considered at the meeting be made available for inspection.

A copy of the Minutes will be retained for audit purposes and signed by Mr. Middleton via electronic or hard copy signature.

**Resolved:** That Mr. Middleton add his signature to the ratified minutes.

## 7 Matters Arising from the Previous Meeting:

The Chair took Governors through any matters arising that were listed in the December minutes.

Specifically:

### 1.1

Governors were reminded that they need to go onto Governor Hub and ensure they make their annual declaration around business/pecuniary interests. A copy of the Code of Conduct and details of any training opportunities can also be accessed via the Hub with any important updates to be shared via the Noticeboard.

**Resolved:** That the Vice-Chair ensure all Governors have completed the necessary returns for 2021-22 and to follow up with individual Governors if items are missing.

### 1.2

The Clerk will confirm with the Vice-Chair the situation regarding Mrs. Larner's term of office.

**Resolved:** That the Clerk follow up on this matter with Entrust.

### 1.3

The Headteacher confirmed there are still plans to engage with the CEO of the Arthur Terry Learning Partnership. The meeting was expected to take place this week but due to on-going staffing challenges with the pandemic, this meeting has been pushed back. The Senior Leadership Team (SLT) remains committed to making this meeting eventually happen as there will be important feedback for the School to address from an Ofsted Readiness perspective.

### 1.4

The location of strategic-based documentation such as the School Evaluation Form (SEF) and the School Development Plan (SDP) was clarified. The Headteacher confirmed that she was more than happy to deliver a CPD session to Governors around these documents, particularly on the types of questions Ofsted might ask in these areas and to give Governors confidence that they can talk about school improvement from an informed position.

**Resolved:** That the Headteacher/Chair make arrangements for this CPD input.

### 1.5

The Headteacher provided some context around Mrs. Crittenden leaving her post on the Safeguarding team. The SLT is currently talking to the second candidate who applied for the role to establish whether they are still interested in this vacancy that has become available. A further update should be provided at the Spring Term 2 meeting.

### 1.6

The outcome of the recent Health and Safety Audit was revisited including how the grading outcome had been arrived at.

**Governor Challenge:** Again, Governors challenged that in future it was important some sort of pre-audit activity takes place before the formal inspection. This will enable any identified risk area to be appropriately mitigated before the formal inspection runs its course.

Mrs. Hawkins noted this point.

### 1.7

The support that Mrs. Poxon offered around the generation of a Business Continuity Plan was summarised. Mrs. Hawkins/Mrs. Poxon will have further discussions offline to determine next steps in this area.

**Resolved:** That Mrs. Hawkins/Mrs/ Poxon address this matter.

For the minute record, it can be confirmed that all other actions in the action matrix have been progressed/closed down.

## 8 Presentation – Mrs. Derry:

The next part of the meeting involved Mrs. Derry providing Governors with an update on the PSHE curriculum; the evolution of the School Council and the approach that is being taken in terms of implementing its Relationships and Sex Education (RSE) Policy.

The role of any PSHE curriculum in school is to ensure that pupils are equipped with the knowledge, understanding and skills to lead confident, healthy and independent lives. The School has adopted the Safety, Caring, Achievement, Resilience, Friendship (SCARF) Scheme which gives staff with accountabilities in this area all they need to meet the new Relationships Education and Health Education statutory requirements. Mrs. Derry explained that the implementation of PSHE-related education at Fulfen is far reaching and encompasses key themes such as trust; respect; empowerment; stereotypes; peer relationships; characteristics of friendship; feeling safe/unsafe and, finally, understanding that each person's body is their own and where the relevant boundaries exist.

Moving next to the School Council, Mrs. Derry explained that this pupil body has gone from strength to strength in recent weeks/months. Given a more active role and supporting initiatives such as the generation of a child-friendly Pupils' Peer on Peer Policy; the implementation of a prefect and monitor system around school; supporting the work of St. Giles' Hospice and promoting environmentally-based projects, the School Council is much more than a tokenistic gesture within everyday school life. The Vice-Chair confirmed she is really looking forward to carrying out some further Link Governor engagement in this area so she can tap into this pupil voice and understand what plans the School Council has in the mid to long-term to contribute to any future successes of the School.

There was some additional narrative provided around the Safeguarding theme and what children are being taught in terms of their relationships with each other and online safety. Although many of the recently reported sexual abuse cases have originated in secondary/high schools, staff at Fulfen will continue to remain vigilant in this area and ensure behavioural expectations are clearly laid out through the delivery of an age-appropriate, correctly sequenced PSHE curriculum. As Mrs. Derry explained, education is the key to prevention and it is the job of staff to take publications such as Keeping Children Safe in Education (KCSIE) and put the key messages into child-friendly documents that they can really engage with and understand.

Finally, Governors were informed that all primary schools have been tasked with ensuring all pupils learn about relationships and health. Whilst Fulfen has a lot of freedom to decide what form this curriculum offer will take, it must be appropriate for children's ages and development stage and take account of the needs and religious backgrounds of children at the School. The School has published a Relationship and Behaviour Policy online which Governors can digest at their leisure which exemplifies the whole School approach when it comes to meeting these new statutory requirements.

**Governor Challenge:** Governors thanked Mrs. Derry for her presentation. There were some interesting follow up conversations around the various interpretations that exist around consent; why it is important that the generations coming through are educated about relationships and what constitutes appropriate behaviour when interacting with peers and, finally, how the parent community will be engaged with over these often sensitive and challenging matters.

Mrs. Derry thanked Governors for their time and gave her leave of absence from the meeting.

## **9 Reports:**

### **Chair Power to Act**

The Chair confirmed he had taken the following action on behalf of the Governing Board since the last meeting:

- Investigated a whistleblowing incident and an Ofsted complaint with the support of HR. In both cases, it was reported that no further action will be taken.

The Vice-Chair confirmed no such action has been taken.

### **Link Governor Reports**

Given the restrictions on external visitors coming onto the School site, there were no Link Governor reports for sharing at tonight's meeting.

### **Headteacher's Report**

The Headteacher's Report had been shared with Governors in advance of tonight's meeting. The Report was taken as read with the following key headlines picked out for Governors:

#### **1.1**

The first part of the Report focused on the School's main SDP priorities – to improve standards in Maths/English and to embed a new, engaging, rich and varied curriculum. The data set is based on teacher assessments carried out in the Autumn Term and the SLT fully expects the data profile to improve by Spring Term 2 as a result of the quality of teaching taking place in the majority of classrooms and the various interventions that are being deployed around the School's Recovery Strategy. Nobody is surprised to see performance data falling below normal expectations as a result of the adverse impact from the pandemic. What is important is that staff know where individual pupils sit on their educational flightpath; that any gaps in learning are closed off; that interventions are deployed at individual/small group/class/year group as needed and that, by the end of the Key Stage, pupils have the opportunity to catch up and fulfil their true potential. The SLT remains fully committed to this final objective with Subject Leaders being challenged over the various strategies that are being deployed across the core and wider curriculum. There was also an update on next steps that will be taken in each priority area to ensure momentum in school improvement is sustained.

**Governor Challenge:** Governors challenged over why writing data linked to class 3S was missing from the Report and also whether the School was experiencing a similar trend that seems to be emerging at a national level – i.e. that pupils lower down the School have the furthest distance to go with their learning as a result of their formative years being so disrupted by the pandemic.

The Headteacher responded to each of these points in turn.

#### **1.2**

The Headteacher confirmed that the School has entered into a collaboration with Apple Authorised Education Specialist, KRCS. The focus of the collaboration was to replace old hardware with the latest Apple technology to enhance the teaching and learning environment. Suitable CPD opportunities were afforded staff to support the roll out of the technology and there is no doubt the engagement to date has been an overarching success. Governors were encouraged to access the published articles on this partnership and Mrs. Malcolm as the School's Digital Lead was thanked for her inspirational work in this area.

#### **1.3**

The latest key performance indicator (KPI) data was shared with Governors. This data included pupil numbers; the latest attendance profile; pupil mobility; the SEN profile of the School; staffing updates; the current Safeguarding need in school; exclusion numbers and, finally, the number of bullying/racist and GDPR breaches that have taken place within the timeframe specified.

**Governor Challenge:** Governors congratulated the SLT on the School's attendance profile which remains strong despite obvious external pressures. The Chair singled out the leadership team for the way it has kept control of this KPI and impressed on parents the need to have their children in school.

#### 1.4

Governors noted the site/premises update; the leadership related information that was supplied and the narrative that was provided around the Quality of Teaching at Fulfen.

**Governor Challenge:** Governors challenged over the number of teachers at the School who are not yet performing at the expected standard and what the SLT is doing to improve this picture in the quickest time possible. Pupils are the ones that suffer at the hands of sub-standard teaching and Governors are keen to see how this matter has been progressed by the Spring Term 2 meeting.

The Headteacher confirmed what actions have already been taken to support staff and confirmed what next steps are planned.

**Governor Challenge:** Governors discussed the on-going issues with traffic at the start and end of the School day. Some parents really do need to exercise some social responsibility in this area and set a good example for their children. At the moment, some of the reported behaviour of parents including the actions of some coach drivers is simply unacceptable. The current state of play has deteriorated to a point where even the future of the crossing patrol has been bought into question on safety grounds. Governors discussed what other strategies can be deployed in this area to bring about a sustained and lasting change over this issue.

The SLT responded to each of these challenge points in turn.

### 10 Financial Update:

Governors received a financial update at this point in the meeting. This included key updates on the Main Budget, Nursery Budget and Club Budget – **see Confidential Appendix.**

### 11 School Financial Value Standard (SFVS):

The latest SFVS checklist was shared with Governors. Mrs. Hawkins explained how some of the areas in the checklist have been progressed since the last submission with Governors having the opportunity to digest the contents of this document at their leisure. The key point is that where full compliance was not in place, Mrs. Hawkins was able to inform Governors what follow up actions have been taken to secure this financial compliance. There were no specific actions that needed to be taken by the Governing Board at tonight's meeting.

### 12 School-Led Tutoring:

The Headteacher confirmed how the School has been making use of the School-Led Tutoring Grant to fund locally sourced tuition provision for disadvantaged pupils. The grant gives schools the flexibility to use tutors with whom they are familiar and Governors were given information as to how this central government initiative is playing out at Fulfen. There are plans to put a significant number of pupils through this intervention and Governors will have access to exit data in due course to ensure the impact of the in-house tutoring scheme can be effectively evaluated.

Worth noting is the fact the School-Led Tutoring initiative is just one of the components that is being used as part of the School's Recovery Strategy to mitigate the lasting impacts from the pandemic.

### **13 Policy Ratification:**

Governors were asked to formally ratify the Whistleblowing Policy at tonight's meeting.

**Resolved:** That this policy be ratified with immediate effect.

### **14 Premises Update:**

A premises update was provided which included the timelines for upgrading the front of house Reception area. The School has been successful in its bid to secure funding for this initiative which is likely to take effect over the Summer Break. The installation of this new Reception area will make the School site even more secure than it is currently from a Safeguarding perspective and Governors were pleased to hear that the School would only need to make a small contribution to the overall project cost.

The only other update was Mrs. Poxon again confirming her network contact was still available if the SLT is interested in enhancing the wall displays around school. The Headteacher thanked Mrs. Poxon for this kind gesture and confirmed she would be touch to follow up on this contact when it is appropriate to do so.

### **15 School Reorganisation:**

Governors received an update on the proposed school reorganisation. The consultation process is underway; HR processes are being followed to the letter and staff now have the opportunity to respond to the proposals that have been put in front of them. The Headteacher clarified next steps with Governors which will see the contents of the confidential minute from the last set of minutes being enacted. The SLT is extremely sensitive to staff wellbeing at the present time and whilst the current situation is unavoidable from a financial perspective, staff should be commended on the way they have engaged with the process to date with some pragmatic and really good suggestions put forward. Governors can expect a further update on this area at the Spring Term 2 meeting.

### **16 Any Other Business:**

There were a number of additional items of business that were raised at this point in the meeting:

#### **1.1**

The Vice-Chair asked that any ratified policies be uploaded to the designate folder in Governor Hub.

**Resolved:** That this matter be addressed by all interested parties.

#### **1.2**

It was agreed that Mrs. Hawkins would enrol the Chair and Vice-Chair on some Safer Recruitment CPD.

**Resolved:** That Mrs. Hawkins progress this matter.

#### **1.3**

It was confirmed that the fall out from a recent GDPR-related data breach has been dealt with. The necessary procedures have been reviewed and all relevant stakeholders have been informed.

#### **1.4**

Governors' attention was drawn to the DfE Benchmarking Report 2020-21 which although running 12 months behind does highlight the School's spending compared with a small number of schools that share similar characteristics. This is a document the Finance Link Governor will refer to in future engagement sessions with the School Business Manager but it is something other Governors might find useful.

**1.5**

Mrs. Poxon offered any support she can to Mrs. Dingle and the work she is doing in terms of pushing for defibrillators to be installed in a variety of public spaces.

**Resolved:** That Mrs. Poxon/Mrs. Dingle take this discussion offline to establish what follow up support might be useful.

**1.6**

Non-teaching staff performance management proposals were discussed – **see Confidential Appendix.** Staff Governors gave their leave of absence at this point in the meeting.

**17 Confidentiality:**

Governors were asked to identify if there were any items/materials, which needed to be excluded from any Agenda, Minutes, reports or other papers discussed at the meeting, which would normally be made available for inspection following the meeting.

Governors were also asked to identify any items included on the Agenda, which require recording in a Confidential Appendix to the Minutes.

**Resolved:** That it be identified that the following items be included as a Confidential Appendix to the Minutes:

- Minutes 10 and 16 (1.6).

There were no further items/materials identified for exclusion.

**18 Dates and Times of Future Meetings:**

The meeting schedule has already been confirmed for 2021-22 with the following dates agreed:

<b>Term</b>	<b>Date and Time</b>
Spring 2	29.03.22 at 6.15 p.m.
Summer 1	24.05.22 at 6.15 p.m.
Summer 2	12.07.22 at 6.15 p.m.

The format of the March meeting will be confirmed in due course.

All that was left to do was for the Chair to thank all Governors for their attendance and contributions to tonight's meeting.

The meeting was brought to a close by the Chair.

\_\_\_\_\_  
**Chair**

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**Date**



## Fulfen Primary School

**Minutes of the Meeting of the Governing Board held in a virtual setting on  
Tuesday 25 January, 2021 at 6.15 p.m.**

### Action Matrix

Minute	Owner	Action Required	Action Update
3	Clerk/HT	Notify Entrust of Governor appointments. Update GIAS.	
3	VC	Contact Mrs. Tranter/Mrs. Larner about possible network contact who might be interested in Co-opted Governor vacancy.	
3	Clerk	Supply Mrs. Dingle with Safeguarding Link Governor information.	
6	HT	Publish December minutes.	
6	Chair	Sign ratified minutes.	
7	VC	Chase up any returns from Governors in terms of required governance information.	
7	Clerk	Follow up on term of office issue with Entrust.	
7	Chair/HT	Make arrangements for Governor CPD input.	
7	Mrs. Poxon/Mrs. Hawkins	Pick up discussion around Business Continuity Plan – next steps.	
16	Various	Upload any ratified policies to designate folder on Governor Hub.	
16	Mrs. Hawkins	Source Safer Recruitment CPD for Chair and Vice-Chair.	
16	Mrs. Poxon/Mrs Dingle	Pick up discussions around defibrillators and any support that is needed.	

**Date of next meeting: Tuesday 29 March, 2022 at 6.15 p.m.**

Absent Governors to be informed.